



Montgomery County Maryland  
Department of Permitting Services

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, Maryland 20850-4153  
(240) 777-6320 Fax (240) 777-6262  
<http://permits.emontgomery.gov>



## Application for Work in Public Right-of-Way Permit

Use Permit # \_\_\_\_\_

Building Permit # \_\_\_\_\_

### CONTACT INFORMATION:

Contact #: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

### LOCATION OF WORK:

Address \_\_\_\_\_  
House Number \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision Name \_\_\_\_\_

### TYPE OF WORK: (check all that apply)

☐ New

☐ Existing

☐ Residential

☐ Commercial

**Note:** For New Work, provide a copy of the Record Plat. Provide a copy of the preliminary plan if development is approved by MNCPPC. Include a site plan and/or construction drawing(s) showing proposed work.

☐ Existing Right of Way Permit Number: \_\_\_\_\_ ☐ Driveway ☐ GP (Grading/Paving)

**Note:** Letter of Permission will be required if applicant requests building permit release under an existing driveway or GP permit.

☐ Temporary Construction Entrance: Existing Entrance \_\_\_\_\_ New Entrance \_\_\_\_\_

☐ Additional work in the public right-of-way is required for this site (sidewalk, storm drain, street trees, etc.).  
Explain: \_\_\_\_\_

☐ A ☐ crane ☐ construction fence ☐ dumpster to be placed within the public right-of-way during construction.

☐ The public sidewalk and/or a travel/parking lane will require closure during construction.

**Note:** If checked, a Traffic Control Plan is required.

☐ Other (explain): \_\_\_\_\_

The proposed work shall be performed in accordance with the conditions of this permit, subject to the provisions of the Montgomery County Road Construction Code, Standards, Specifications and Inspection and Control of the Director of the Department of Permitting Services.

Print Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR STAFF REVIEW AND INFORMATION FIELD REPORT – DRIVEWAY APRONS – CONDITIONS:

No. of Driveways: \_\_\_\_\_ MC.DPW&T Std. No.: \_\_\_\_\_ Pipe Size: \_\_\_\_\_

Sight Distance: ☐ Checked \_\_\_\_\_ ☐ Required \_\_\_\_\_ ☐ Rural Rustic Road: \_\_\_\_\_

Modification Required (Explain): \_\_\_\_\_

Additional Work Required (Explain): \_\_\_\_\_

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

## **CONDITIONS OF THE PERMIT**

1. The permittee agrees to save harmless the County from all liability arising from the construction associated with this permit.
2. This permit is non-transferable.
3. Unless otherwise noted, this permit automatically expires 18 months from the date of its issuance unless extended in writing by the Director of the Department of Permitting Services.
4. All work done under this permit shall comply with written requirements or directions which may be issued by the Director of the Department of Permitting Services relating to the particular project. If the conditions of this permit are being violated, this permit is subject to revocation by the Director of the Department of Permitting Services.
5. The work, materials, plans and specifications shall be available at all times for inspection by duly authorized officials of Montgomery County.
6. Driveway apron(s) constructed under this permit are for the purpose of providing access to lots adjacent to the right of way. Maintenance will be the responsibility of the property owner.
7. No permit shall be issued for construction unless the right of way has been acquired by the County or has been dedicated to public use and such acquisition or dedication has been recorded among the land records of Montgomery County.
8. If the Director of the Department of Permitting Services finds that the original plans, standards and specifications under which this permit is issued are inadequate or inappropriate for the particular project, he may require different or additional plans, standards and specifications and they shall thereafter, or modification thereof, become a part and condition of this permit.
9. A permit from the State of Maryland Forest, Park and Wildlife Service is required for the removal, and/or planting of any trees on improved public rights of way. Contact (301) 854-6060.
10. The relocation and/or adjustment of any public or private utility shall be the responsibility of the permittee prior to any construction authorized by this permit.
11. Coordinate the relocation of any traffic control signs, parking meters or signalization devices with the Division of Traffic and Parking Services. Contract (240) 777-2190.
12. Construction materials and equipment must not be stored or parked on the public right of way, unless otherwise noted as a condition of this permit.
13. Prior to the release of this permit, complete repair (restoration of right of way) shall be made of any and all damages done to the existing improvements in the public right of way caused by construction operations on this site. All disturbed areas shall be fine graded and sodded.
14. Proper precautions must be taken to keep existing roadways free of mud, debris and other obstructions.
15. Notify "Miss Utility" at 1-800-257-7777 prior to any excavation in the public right-of way.